

Work Force Leader I



Job Code: 4221
Grade: 122
Reports to: Division Supervisor
Salary Range: \$36,557 - \$55,975
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult semiskilled work supervising and participating in the work of a small crew of unskilled and/or semiskilled workers in public works, facilities, utilities or park construction and/or maintenance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs duties that require utilizing more advanced technical construction knowledge, skills, and abilities than positions assigned to lower level lead positions. Employees may be called back to work for emergency situations or repair work at any time. Work is performed under regular supervision in accordance with established methods and procedures. Supervision is exercised over a crew of unskilled and/or semiskilled personnel.

ESSENTIAL FUNCTIONS

Overseeing landscaping, maintenance, and repair projects; maintaining records; preparing reports.

EXAMPLES OF WORK

- Supervises and participates in landscaping, street, recycling, and parks maintenance and related tasks.
- Discusses job requirements with and receives instruction from supervisor.
- Inspects work in progress to assure conformance with instructions.
- Supervises and participates in grass mowing activities.
- Trains employees in safe and proper use of equipment.
- Operates construction equipment related to construction, maintenance, and repair projects.
- Installs and removes festive lights, decorations, and flags.
- Prepares parks, recreation, and athletic facilities and fields.
- Oversees recycling collection, separation, and delivery.
- Supervises and participates in planting of trees, shrubs, grass, flowers, and plants.
- Oversees mowing activities.
- Assists with supervision of snow and ice removal.
- Prepares work reports; enforces safety regulations.
- Serves as initial contact person during emergencies occurring during off duty hours.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of repair and maintenance practices; general knowledge of the occupational hazards and necessary safety precautions of the work; ability to assign and supervise the work of others; ability to prepare simple reports; dependability; skill in the operation of maintenance equipment; ability to establish and maintain effective working relationships with associates and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate, supplemented by four (4) years of experience in public works, general construction, park maintenance, utilities support and/or

general maintenance, a portion of which shall be acquired in a lead worker capacity; or an equivalent combination of education, training and/or experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS

- Possession of an appropriate commercial driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.